



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FACILITIES ANALYST

Class No. 005911

SENIOR FACILITIES ANALYST

Class No. 005912

■ CLASSIFICATION PURPOSE

To conduct analysis and perform fiscal and project work related to county facilities management, including but not limited to maintenance operation acquisition (including lease, purchase and construction), interior design, equipment needs, occupancy and use allocations, costs, and priorities and contract management of county facilities; to assist and/or coordinate the planning for and implementation of capital and major maintenance projects; to manage the facility management system and reporting and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Facilities Analyst:

Facilities Analyst is the journey-level class in the series. Under the supervision of the next higher class, Senior Facilities Analyst, this class is responsible for analyzing facility preventative maintenance needs, resource utilization and occupancy inventory and analysis; customer coordination for facility needs development, utilization analysis and space planning; and project management including budget development and implementation.

Senior Facilities Analyst:

Senior Facilities Analyst is a first-line supervisor and the highest class in the series. Senior Facilities Analyst is responsible for preparing long range planning for County facilities, supervising utilization analyses, preparing and administering County space standards, and managing capital projects. This class differs from the next lower class, Facilities Analyst, in that the Senior Facilities Analyst oversees and performs the most difficult technical work and supervises Facilities Analysts, and other professional and clerical staff, performing activities related to planning and utilization for County facilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Facilities Analyst

Essential Functions:

1. Coordinates inventory and assessment activities.
2. Analyzes and audits facility management, maintenance and operations.
3. Summarizes and analyzes facility utilization data.
4. Prepares space validation reports and planning guides for capital outlay projects.
5. Assembles, classifies, evaluates, and presents data and information used in supporting the county's facilities operations and capital outlay programs.
6. Obtains information for and from building occupants.
7. Prepares data for building capacity analysis.
8. Coordinates update of building occupancies in connection with construction projects with customer departments.
9. Provides administrative support and assistance to the Senior Facilities Analyst and Capital Improvements Plan process.
10. Assembles, classifies and evaluates economic and planning data required for special studies and reports needed in physical planning and construction activities.

11. Writes assigned reports such as planning guides, facilities inventories, building capacity analyses, building needs, and utilization studies.
12. Meets with representatives from customer departments to determine facility requirements to provide and/or elicit information on facility usage.
13. Assists in the coordination of reviews of county facilities for condition assessment of building structure, utilization, and layout effectiveness, and equipment components and usage.
14. Assists in the preparation of budgets for facilities acquisition through lease, purchase, or construction.
15. Assists in management of contracts for capital projects.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Facilities Analyst

Essential Functions:

All the duties listed above and

1. Coordinates with Internal Service Fund (ISF) divisions to develop budget for facilities acquisition through lease, purchase, or construction.
2. Coordinates the implementation of major capital projects.
3. Coordinates the preparation of correspondence to the Board of Supervisors and county executives regarding major capital, real property, and maintenance projects.
4. Coordinates preliminary planning and programming phases of construction projects for new construction and major alterations.
5. Identifies financing options and alternatives for capital and major maintenance projects.
6. Plans, schedules, and oversees delivery and installation of specialized furnishings for used departments.
7. Assigns, reviews, and evaluates the work of subordinate staff.
8. Assists in evaluation, selection, and implementation of automation enhancements.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Data collection, analysis and presentation techniques.
- Space allocation and utilization methodologies.
- Space planning methodologies and principles.
- Methods and practices of capital budget preparation and implementation for a program or architectural projects.
- Principles and use of automated information systems, including CAD/CAFM/CIFM/CMMS systems.
- County government functions, organization and operation.
- County fiscal and budget processes.
- Contract negotiation and administration.
- Purchasing and contract administration principles and procedures.
- Statistical methods and techniques.
- Management principles and techniques in the planning, program administration, and design of building projects.
- Building construction plans, drawings and blueprints.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Senior Facilities Analyst (in addition to the above):

- Negotiation, preparation, and implementation procedures for facilities leasing and furnishing.
- Principles, procedures, and terminologies used in leasing transactions.
- Architecture, civil engineering, building codes, property and/or space management.
- Principles of effective organization and supervision.

Skills and Abilities to:

The following apply to both classes:

- Develop, understand, and manage information systems.
- Compile, compute, and summarize data related to the acquisition and utilization of facilities.
- Analyze departmental needs for new or remodeled facilities and make recommendations.
- Develop and implement new and revised methods and procedures.
- Understand and apply building codes, regulations, specifications, schedules, and contract provisions to space management recommendations.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Facilities Analyst (in addition to the above):

- Assist in the preparation and implementation of leasing agreements to effectively coordinate facility furnishings with space allocations.
- Develop and prepare planning alternatives and solutions.
- Solve problems and make effective decisions.
- Coordinate and lead difficult, varied aspects of complex and sensitive programs.
- Organize, manage, direct, and supervise activities within a space management program.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Facilities Analyst: Possession of a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in architecture design, planning, business administration or any related field; AND two (2) years of full-time, professional, experience performing analytical work in a comprehensive planning setting or in an office of a design planning consultant serving such agency.

Senior Facilities Analyst: Possession of a bachelor's degree as described above; AND three (3) years of full-time, professional, experience performing analytical work in a comprehensive planning setting or in an office design planning consultant serving such agency, two (2) years of which must be comparable to a Facilities Analyst with the County of San Diego.

Note: Additional years of related experience may substitute for up to two years of the education. Possession of current and valid licensure as an Architect and/or Interior Designer with the State of California and/or Facility Management Certification are highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Incumbents occasionally walk and/or navigate through varied terrain, stoop, crawl, and crouch as they perform field measurement and inspection of properties, parking and facilities. Inspections may entail pushing, and moving pieces of furniture aside to verify concealed conditions.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Work is performed partially in office settings. Other outdoor work is required in the inspection of various facilities and sites, building structure and equipment component and usage, demolition and/or remodeling projects. Incumbent is occasionally exposed to dust or fumes and temperature of varying degrees.

Noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Facilities Analyst (Class No. 005911)
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